

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

March 1, 2016

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

CONSERVATION SUPERVISOR FULL TIME / PERMANENT

SALARY

\$4,706 - \$5,848

FINAL FILING DATE

MARCH 15, 2016

POSITION LOCATION

POMONA, CA

RPA # 16-1178

QUESTIONS ABOUT THE JOB

DUANE WILSON

909-594-4206

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

Duties: Develop, monitor, and manage the public service conservation work and special programs. Negotiate contracts with funding sources in the surrounding communities. Review projects to ensure quality control, timely completion, and the use of safe work practices.

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

Supervise CI's and corpsmembers assigned to Pomona Center. Provide day-to-day guidance and direction on the proper implementation of CCC policies and procedures. Monitor and ensure proper implementation and compliance with the supergrade program, corpsmember discipline policy, and staff and corpsmember evaluation process. Ensure all federal, state, departmental, and district regulations are being followed.

Assist with the recruitment, hiring, and training of staff assigned to the Pomona Center. Ensure all staff effectively performs their responsibilities by evaluating their performance on a continual basis. Complete Individual Development Plans and Individual Training Plans annually for each staff person assigned PSCW. Complete probation reports for probationary employees assigned to PSCW. Investigate and respond to grievances from staff and CMs. Participate in Pomona Center and Statewide staff meetings providing input and information relative to the program. Maintain confidentiality of sensitive matters regarding staff and corpsmembers. Provide training and ensure compliance with departmental Equal Employment Opportunity (EEO) policies.

Develop and maintain cooperative relationships with sponsors and community based organizations by effectively communicating and interfacing with sponsor representatives, political representatives, community leaders and members of the community. Assist with community resource development such as donations, projects, volunteers, job placement, and partnerships. Promote CCC through contact with the media, presentations before civic groups, governing bodies, and in educational settings.

Assure that Pomona center is running effectively and efficiently. Act as liaison with CCC Headquarters, District staff, and Region II by communicating necessary information in a timely manner regarding programs, policies, issues, etc., and responding to requests for information and assistance.

Coordinate and organize emergency response. Ensure that Conservationist staff and CMs can respond to an emergency efficiently, with proper equipment. The Conservation Supervisor may act as a liaison or agency representative on emergency operations.

Who May Apply: Applicants currently at the Conservation Supervisor level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) Assignments may be considered.

Please indicate RPA # 16-1178 in the job title section on your State Application.